



Civil Engineering | Surveying

April 30, 2025

Steve Puleo, Town Planner  
Town of Windham  
8 School Road  
Windham, ME 04062

RE: Sketch Plan Review – Re-Submission  
Kurt Christensen – Highland Cliff Road  
Conservation Subdivision – 10 Lots

Dear Steve,

Please find the attached five (5) sets of the following information in support of the re-submission of a sketch plan application as described above:

1. Revised Sketch Plan (Full Size)

The applicant, Kurt Christensen, is looking to propose a 10-Lot Conservation Subdivision along Highland Cliff Road. The subject lot (Tax Map 7, Lot 44) is in the Farm (F) district. The parcel is currently undeveloped. The lots will be constructed off a roadway approximately 1,292 feet long as shown on the sketch plan. Lots will be served by subsurface wastewater disposal systems, drilled wells and underground utilities.

Our office met with Planning Staff and the Town Engineer on December 16, 2024 to review this project. Many of the items discussed at that meeting have been incorporated into the Sketch Plan attached for the Town to review.

As the board knows, the applicant held a Sketch Plan meeting with the planning board on February 24, 2025. The following revisions have been made based on this meeting and direction provided by the planning board and planning staff:

- 100-foot open space at Highland Cliff Road abutting Lot 1.
- Lots 1 to 10 have been extended to parcel limits and a 50-foot buffer has been added along the back of all the lots as recommended by the planning staff and board.

A site walk was held for the project on April 12, 2025. The intent was to review the wetlands that bisect the parcel. Now that the board has been on-site, we are hopeful the board can give us some guidance on what will be required for a building setback to these lots. This information is critical for the applicant to know before we complete the design as it will impact many different impacts of the design. The applicant would like to have another sketch plan review with the planning board to confirm the following is acceptable before we move forward with the design:

- We have proposed a 25-foot wide wetland buffer along all of the onsite wetlands. The only impacts to this buffer will be for the driveways serving Lots 2, 3 and 4 (see hatch on attached revised sketch plan).
- We have adjusted the build setbacks for all of the lots accordingly. We have also shown a large house on Lots 2 & 4 to show they are buildable with this configuration.

We appreciate the board meeting with us to review this issue. Once we have direction from the board, the applicant intends to complete the design and return to the planning board with a preliminary subdivision application. Please let me know if you have any questions or need additional information.

Sincerely,



Andrew S. Morrell, PE  
Project Engineer